

**STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2769**

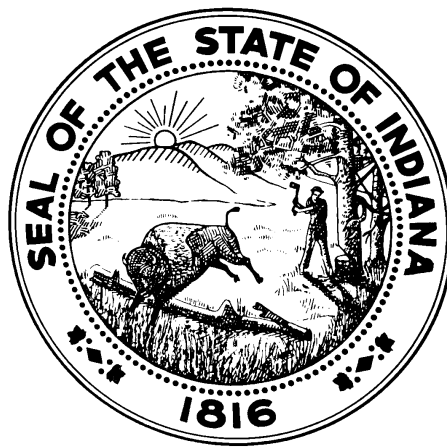
AUDIT REPORT

OF

COUNTY AUDITOR

CASS COUNTY, INDIANA

January 1, 2007 to December 31, 2007



FILED

09/11/2008

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COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Auditor	Dawn R. Conner	01-01-05 to 12-31-08
President of the County Council	Chod Gibson Ralph Anderson	01-01-07 to 12-31-07 01-01-08 to 12-31-08
President of the Board of County Commissioners	Steven M. Kain Richard L. Rusk	01-01-07 to 01-22-08 01-23-08 to 12-31-08



STATE OF INDIANA

AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
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TO: THE OFFICIALS OF CASS COUNTY

We have audited the records of the County Auditor for the period from January 1, 2007 to December 31, 2007, and certify that the records and accountability for cash and other assets are satisfactory to the best of our knowledge and belief, except as stated in the Audit Results and Comments. The financial transactions of this office are reflected in the Annual Report of Cass County for the year 2007.

STATE BOARD OF ACCOUNTS

August 27, 2008

COUNTY AUDITOR
CASS COUNTY
AUDIT RESULTS AND COMMENTS

ORDINANCES AND RESOLUTIONS

Cass County has a 2007 salary ordinance and pay schedule for its' employees. For paychecks issued October 5, 2007, from the Operation Pullover Grant, nine sheriff's officers were paid an overtime rate of \$23 per hour. This rate was based on an average of the highest and lowest officer's hourly rate rather than the hourly rate of each officer as established by the salary ordinance.

Each governmental unit is responsible for complying with the ordinances, resolutions, and policies it adopts. (Accounting and Uniform Compliance Guidelines Manual for County Auditors, Chapter 14)

PRESCRIBED FORMS

The following prescribed or approved forms were not always in use, County Form 9 (Tax Duplicate), Form 18TJ (Personal Property Tax Judgment Receipt), Form 24B (Fund Ledger and Ledger of Receipts), Form 16 (Warrant and Warrant Register), Form 61 (Monthly Financial Statement), Form 20-21 (Combination Quietus and Application to Pay), Form 65 (Register of Taxes Collected), and others. Unapproved forms generated by the County's accounting and property tax software were used to replace some of these forms. These unapproved forms did not always provide all of the information required on the prescribed forms and needed for audit.

Officials and employees are required to use State Board of Accounts prescribed or approved forms in the manner prescribed. (Accounting and Uniform Compliance Guidelines Manual for County Treasurers, Chapter 10)

RECONCILIATION OF SUBSIDIARY LEDGERS

Form 65 STF, Surplus Tax Fund Subsidiary Ledger has not been reconciled with the balance of the Surplus Tax Fund. At December 31, 2007, the Surplus Tax Fund was short \$3,793.

At all times, the manual and computerized records, subsidiary ledgers, control ledger, and reconciled bank balance should agree. If the reconciled bank balance is less than the subsidiary or control ledgers, then the responsible official or employee may be held personally responsible for the amount needed to balance the fund. (Accounting and Uniform Compliance Guidelines Manual for County Auditors, Chapter 14)

COUNTY AUDITOR
CASS COUNTY
EXIT CONFERENCE

The contents of this report were discussed on August 27, 2008, with Dawn R. Conner, Auditor; Richard L. Rusk, President of the Board of County Commissioners; and Ralph Anderson, President of the County Council. The officials concurred with our audit findings.